

## **Building Permits**

### **Application for Permit:**

No permit shall be issued without an accompanied plat or sketch of the proposed location showing lot boundaries and plans and specifications of the work to be done. All plans for commercial building construct are under the authority of the State Fire Prevention and Building Safety Commissioner and must also be filed with the State Building Commissioner. No local commercial permits shall be issued hereunder until a copy of a Release for Construction from the State Building Commissioner is received by the Building Commissioner. One and Two Family residential dwellings will be solely under the jurisdiction of the Town Building Commissioner. The time period for use of a building permit shall run for one (1) year from the date of issuance. If the building is not completed then the party shall re-apply by paying only the renewal fee. However, the Building Commissioner shall from time-to-time extend such time period in his discretion.

### **Permit Required:**

A permit shall be obtained before beginning any construction, alteration, or repair of any building or structure, the value of which exceeds \$500.00, which involves or affects electrical, plumbing, ventilating, heating, air conditioning systems, or structural elements. This shall not be interpreted to require a building permit for cosmetic repairs and or maintenance (e.g., floor coverings, painting, or roofing); or for the repair or maintenance of a private home performed by the occupant thereof. All permits shall be issued by the Building Commissioner and all fees shall be paid to the Spencer Town Clerk. All permits shall expire one (1) year from the date of the original issue.

### **Work to Comply with other Applicable Regulations:**

All work done under any permit issue shall be in full compliance with all other regulations pertaining thereto and, in addition to the fees for permits hereinafter provided for, there shall be paid the fees prescribed in those regulations.

## Permit Fees:

Type of Construction	Required Inspections	Inspection Fees	Permit Fee
<b>Class 2 Structures</b> and Manufactured Homes	3-4	\$25.00	\$100.00 for up to 1,250 square feet and \$0.10 square feet for each square feet over. Maximum \$1,500.00
Additions and Alterations	1-3	\$25.00	\$0.10 square feet. Maximum \$1500.00
Accessory Buildings (storage or uninhabitable structures)	1-2	\$25.00	\$0.05 square feet Maximum \$750.00
Modular/Sectional Homes	2-3	\$25.00	\$100.00
Swimming Pools	1	\$25.00	\$25.00
<b>Class 1 Structures</b>	Minimum of 3	\$50.00	\$0.20 square feet. Maximum \$6000.00
Accessory Buildings (storage or uninhabitable structures)	1-2	\$25.00	\$0.10 square feet
Electric Service upgrade	1	\$25.00	\$25.00
Plumbing/install or extend	1	\$25.00	\$25.00
Paving and Excavation			
Sidewalks/grading	2	\$25.00	\$25.00
Driveways	2	\$25.00	\$25.00
A. Residential Driveways	2	\$25.00	\$25.00
B. Multi-Family, Commercial and Industrial	2	\$25.00	\$25.00
C. Residential, Commercial and Industrial subdivisions and Planned Unit Development entrances	2	\$25.00	\$25.00
Fences	2	\$10.00	\$25.00
Moving of Building	1	\$25.00	\$25.00
Wrecking of building (in excess of 120 square feet)	1	\$25.00	\$25.00
Renewal Fee			\$25.00

NOTE: All Class 1 Structures must have a copy of the release form from the State Building Commissioner prior to the issuance of a local building department.

**Inspections:**

The Building Commissioner or his designated representative shall inspect work in progress on all construction, at such stages of construction and from time to time as the Commissioner deems proper to fulfill the purpose of the applicable codes. Inspections and the schedule thereof shall be uniform as to time of application and procedure. The schedule of inspections as promulgated by the Commissioner shall be made available to all licensees and permit holders at the Building Department Office.

Additional inspections may be required at the discretion of the Building Commissioner. Where additional inspections are required due to the failure of the permit holder to have the work ready for inspection at a designated state of construction, the Building Commissioner shall have the power to assess a re-inspection fee of \$25.00 for each additional inspection.

**Notification of Inspection and Time of Inspection:**

1. Duty to Notify: It shall be the duty of the licensee, permit holder, contractor, owner and/or lessee either individually, jointly, or severally, to notify the Building Department that the construction work in progress has reached a stage where the Building Commissioner has designated an inspection as promulgated by the Commissioner.
2. Time of Inspection: The Building Department shall have a MINIMUM of forty eight (48) hours (Saturdays, Sunday and holidays excluded) after being served with the request for inspection to conduct and complete said inspection.
3. Permit Time Limit: The project must start within ninety (90) days after a permit is issued. If work stops and does not recommence for ninety (90) days the permit will be deemed invalid unless an extension is granted by the Building Department.



Form No. 1B  
(A/02-09)

## Town of Spencer Building Department

90 N West Street

Spencer, Indiana 47460

Phone (812) 829-3255

Permit No:

# BUILDING PERMIT APPLICATION

**This permit shall be good for one year from the date of issue. If the project is not complete by the date of expiration then the applicant may re-apply by paying the renewal fee.**

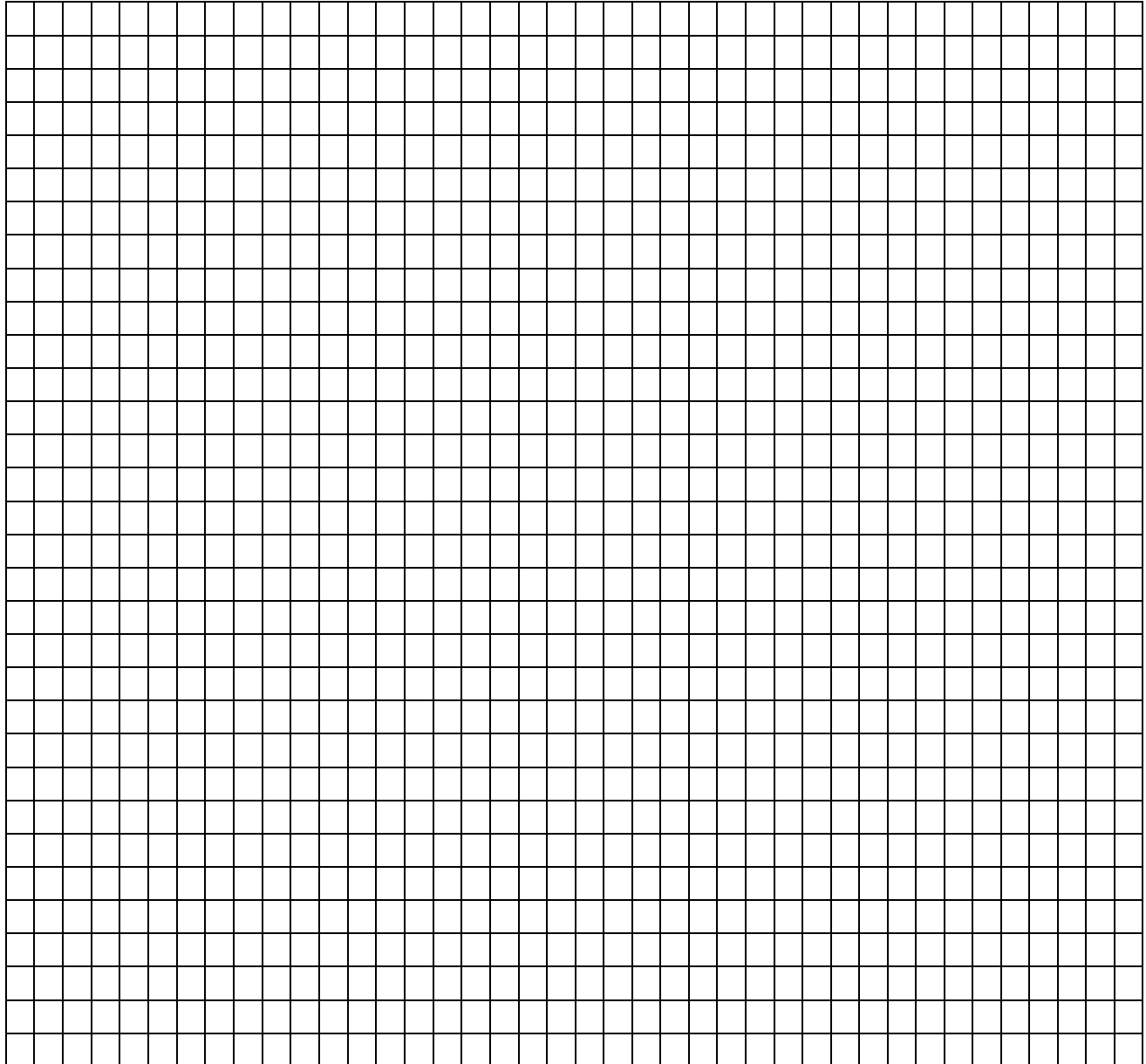
<b>I. APPLICANT INFORMATION</b>		
Name:		Phone No.:
Address:		
City:	State:	Zip:
<b>II. ARCHITECT OR ENGINEER INFORMATION</b>		
Name:		Phone No.:
Address:		
City:	State:	Zip:
License No.:		Expiration Date:
<b>III. CONTRACTOR INFORMATION</b>		
Name:		Phone No.:
Address:		
City:	State:	Zip:
Builders License No.:		Expiration Date:
<b>IV. PROJECT INFORMATION:</b>		
Project Type:		
<input type="checkbox"/> New Building <input type="checkbox"/> Alteration <input type="checkbox"/> Mobile/Manufactured Home <input type="checkbox"/> Addition <input type="checkbox"/> Repair		
<input type="checkbox"/> Other: _____		
Total Estimated Project Cost:	Project to be used for:	
	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial	
Location of Project:		

Square Footage of Project:

No. of off street parking spaces:

**Permit No:**

If the plans and specifications are not being provided by an Engineer or Contractor please provide below a site plan of the proposed project. The drawing shall provide a sketch drawing of the proposed project including the lot lines and the set back from each lot line.



☐ = \_\_\_\_\_ Feet

I the undersigned hereby certify that any statements and or drawings submitted by myself or agents on my behalf are true and accurate. I furthermore agree to perform or have performed any and all work covered by this permit (when issued) in conformity with the laws, regulations and all applicable ordinances. I will also insure that the above project will be contained, conform and comply to the deed and plot restrictions of the above named lot. I also hold harmless the Town of Spencer and or its employees of any liabilities that may arise as a result of the above project. I by signing below assume all liabilities associated with the above project.

Signature:		Date:
Printed Name:	Title (if applicable):	

Permit No:
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### Office Use Only

<b>Zoning:</b> <input type="checkbox"/> A-1 Agricultural <input type="checkbox"/> BLM-1 Business and Light Manufacturing <input type="checkbox"/> I-1 Industrial <input type="checkbox"/> R-1 Residential <input type="checkbox"/> R-2 Residential and Mobile Home Parks	
<b>Flood Plan:</b> <input type="checkbox"/> Not in Flood Plain <input type="checkbox"/> Floodway <input type="checkbox"/> Floodway Fringe	
<b>Type of Sewage Disposal:</b> <input type="checkbox"/> Spencer Sewer System <input type="checkbox"/> Septic System	<b>Type of Water Supply:</b> <input type="checkbox"/> BB-P Water <input type="checkbox"/> Well/Cistern
Permit Fee = \$_____	
No. of Inspections: _____ @ \$_____ each = \$_____	
Total Paid by <input type="checkbox"/> Cash <input type="checkbox"/> Check No.      Receipt No.      = \$_____	